**AAAE7155 – Education Welfare & Attendance Officer Grade 7**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Good standard of general education including 5 GCSE’s or equivalent (Graded A-C) including Maths and English
 | * Qualification in work linked with children and young people, particularly social work, education or youth and community work.
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| Experience | * Experience of working with young people and their families.
 | * Experience of working in and educational setting.
* Experience of multi-agency working
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|  Job related knowledge  | * ICT competent and conversant with the Microsoft Office suite of applications (particularly Word and Excel) and conversant with SIMS and / or PARS
* Knowledge of safeguarding procedures and familiar with child protection issues
* Have good administrative organisation and communication skills.
* Demonstrate an understanding of issues that may affect a student’s ability to attend school
* Demonstrate an understanding of issues linked to confidentiality
 | * Knowledge of appropriate legislation and initiatives within education (including Cheshire West and Cheshire Council, Shropshire Council and Wrexham Borough Council)
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| Skills and aptitude | * Ability to analyse data.
* Ability to liaise effectively with parents and outside agencies.
* Enjoy working with a wide variety of young people
* Have excellent inter-personal skills and be able to work well as part of a team
* Have confidence to manage student behaviour
* Be resilient, firm and consistent
* Be comfortable with a challenging and varied workload and be able to prioritise effectively
* Able to maintain confidentiality where applicable
* Able to work in a professional manner with a wide range of people
* Ability to act on initiative within a team context
* ICT skills
* To show commitment to safeguarding and ensuring the welfare of children and young people
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| Other Requirements | * Willingness to undergo an enhanced DBS check.
* Full UK Driving licence with the ability to travel within the local area
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